

NEW FEATURES FOR ATTORNEYS WITH CM/ECF VERSION 3.0

I. Case Opening:

A. Open Voluntary BK Case

1. Party search - When inputting your debtor's name, you will now have the option to enter the first, middle and last name, instead of last name only.
2. The party role field has been eliminated from the case opening party information screen and the pro se role type was removed.
3. A checkbox for "Copy previous party's address option - joint debtor petition" will automatically copy address.
6. There is now a corporate parent button on the debtor information screen that allows attorneys to enter the corporate parent (if any) of the business debtor.
7. The statistical screen has been redesigned.

B. Opening Involuntary BK Case

1. A new case opening process has been separated from voluntary case opening. You will now find a separate event category under "bankruptcy" – Open an Involuntary Case.
2. Case chapters are limited to 7 or 11.
3. The role type is limited to one debtor and multiple petitioning creditors.
4. When opening an involuntary case, you will check a box on the petitioning creditor information screen that says "The user opening the case is the filing attorney for this party."
5. The docket text now displays the petitioning creditor(s) and attorney(s).

C. Open Adversary

1. The system will now ask you to search for a plaintiff and defendant, instead of just asking for a party.
2. Party search - When inputting your debtor's name, you will now have the option to enter the first, middle and last name, instead of last name only.
3. The role type has been removed from the party information screen. You will see one screen for plaintiff information and one screen for defendant information.
4. You now have the option to select multiple natures of suit.
5. The adversary case number and nature of suit spreads to the bankruptcy case.
6. The 727 discharge case flag in the adversary proceeding spreads to the bankruptcy case.

II. Claims

A. Filing a Claim

1. If your creditor appears on the matrix, but with an incorrect address, you now have the option to edit the address, instead of adding a new creditor.
2. There is now a link on the notice of electronic filing that says “file another claim”, so you can file another one without clicking on bankruptcy.

B. Transfer of claims

1. Transferring a claim now interacts with the claim register.
2. You will now search for a creditor when entering the transferee and transferor. If the creditor is not found, you can add the creditor and it will be on the matrix.
3. Docket text information displays transferor and transferee and claim number.
4. Claims register now shows transfer history.
5. The transferee’s name will replace the transferor.

C. Claims Register

1. Reformatted - you will notice a “history” section that shows any activity related to that claim (ie. transfer of claim, objection to claim, etc.)
2. The creditor address now has a history to see all changes made to it.
3. Amended dollar amounts on claims now overwrite the original amounts.
4. The name of the filer will now appear on the claims register.
5. If the claim is edited, a date will appear under “modified”.

III. Miscellaneous

A. Filing documents

1. You will now notice that certain information appears on each screen while you are filing a document.
2. Those items are:
 - a. type of case
 - b. chapter of case
 - c. assets: y or n
 - d. case flags
 - e. office

B. Reaffirmation Agreements - not signed by debtor's attorney

1. If a creditor or debtor files a reaffirmation agreement and the debtor's attorney does not sign it, it must be set for hearing.
2. The court will prepare and notice a hearing on the reaffirmation agreement.
3. The debtor(s) must attend the hearing.

IV. Email Edit Notification/New procedures for ECF filing errors

- A. This is a new feature that will allow attorneys to receive e-mail notifications when information has been edited by the court in a case that the attorney is involved.
1. The e-mail will tell you everything that was changed under “description of changes”. You should review the e-mail and look at the court’s edits to see if you must refile a document.
 2. Please call Elizabeth Hager - 225-389-0211, ext 208, or e-mail: elizabeth_hager@lamb.uscourts.gov if you have any questions.
 3. ***** NOTE: The court will no longer call you on most errors. You must review your e-mail notifications, so that you can correct your error(s) promptly. *****
- B. **Edits that you will receive notification on are:**
1. Edit case data (ie. discharge dates, asset status, etc)
 2. Edit case participants
 3. Edit case association (ie. correcting lead case numbers for adversaries)
 4. Edit docket entry information
 5. Add/Delete document to docket entry
 6. Add/Delete docket entry relationships (ie. notice of hearing incorrectly linked)
 7. Add/Delete attachment to claim
 8. Edit claims
 9. Delete an entire docket entry
 10. Delete claims
- C. **New Procedures - when you are the attorney that filed the document that is being edited;**
1. **Edit docket entry information**
 - a. **Incorrect PDF Attached** - when you see this entry made on a docket event, you should promptly refile the document and attach the correct pdf.
 - b. **Entered in Error** - when you see this entry made on a docket event, you should review the docket report to find the error. Once you find the error, you should refile the document.
 - c. **Signature Page Missing** - when you see this entry made on a docket event, you should promptly file the signature page (ie. You file amended schedules but did not attach the debtor’s signature page)
 - d. **Hearing date information added to an entry** - If you file an answer, response, objection, opposition or notice of hearing, you must enter the hearing date and time when filing. If you fail to do so, the court will add that entry to the court’s calendar. You should make note of this and be sure to add the information in on future filings.

2. Add/Delete Docket Entry Relationships

If the court has changed a document linkage, you should make note of the change, so that you will link documents correctly in the future. (ie. You file a notice of hearing on a motion to lift stay, but you link the notice to your memorandum. The court will change the linkage so that it appears on the court's calendar correctly.) You do not need to refile anything in these situations, but you should be sure to correctly link in the future.